Online Instructional Technologist and Course Design Manager

DESCRIPTION OF JOB:

Edgewood College, a private liberal arts college in Madison, Wisconsin with established online programs, seeks an Online Instructional Technologist and Course Design Manager to join a central online team dedicated to quality teaching and learning. This position provides close collaboration with faculty in integrating online technology and managing the development of online and blended courses in Blackboard. In addition, the position provides opportunities for continuing professional growth through conference presentations as well as membership in Quality Matters and the Online Learning Consortium.

Under the general supervision of the Director of Online Learning, the Online Instructional Technology and Course Design Manager works closely with faculty and instructional designers to manage and continuously improve the instructional design and quality assurance processes for online and hybrid/blended courses across the college. The position also directly supports online faculty in the effective integration of instructional technology tools into the Blackboard learning management system.

It is imperative that all online and hybrid/blended courses reflect and incorporate the mission, vision, and values of Edgewood College, including a commitment to course quality and academic rigor. Successful candidates will demonstrate a commitment to promoting diversity, inclusion, and multicultural competencies in an educational environment that serves a diverse population of undergraduate, graduate, and non-traditional adult students.

Responsibilities:

- Manage instructional design and quality assurance processes for online and hybrid/blended courses, including course master sites
- Support and advise online faculty in pedagogically sound uses of Blackboard and online instructional technology tools
- In collaboration with instructional designers as needed, support faculty on online and hybrid/blended course revisions
- In collaboration with the Technology Assistance Center (TAC) help faculty to troubleshoot online instructional technology tools and the Blackboard LMS for online and hybrid/blended courses
- Manage online team document sharing and storage in Blackboard Content, OneDrive, and SharePoint
- Monitor status of course development tasks and projects through WorkZone and other project management tools as needed
- Create tutorials and presentations on online instructional technology tools for faculty and staff
- Develop, revise, and teach selected online faculty development workshops in Blackboard
- Revise and maintain the Blackboard Orientation for Online Learners course.
- Lead the professional development of online team members in instructional design trends and cutting edge instructional technology tools
- Participate on relevant campus committees such as Blackboard Steering Committee, WebEx task force, etc.

This full-time twelve-month position requires regular travel between the two Edgewood College campuses located approximately 9 miles apart in Madison, Wisconsin.

JOB QUALIFICATIONS

Necessary Education or Work Experience:

- Earned Bachelor’s degree or equivalent work experience with an instructional technology or instructional design emphasis (Master’s preferred)
At least two years of experience in supporting faculty with a learning management system such as Blackboard (Blackboard preferred)

At least two years of experience in supporting faculty in integrating instructional technology in online or hybrid/blended courses

At least two years of experience in instructional design of online or blended/hybrid courses in a college or university setting

At least two years of experience in teaching an online or hybrid/blended course in a college or university setting

**Required Skills and Knowledge:**

- Demonstrated knowledge and enthusiasm in using instructional technology tools to enhance teaching and learning in online and hybrid/blended courses
- Ability to efficiently troubleshoot technology tools and embrace an attitude of persistent curiosity in resolving technology issues
- Strong knowledge of effective online teaching and instructional design
- Excellent organizational and project management skills
- Positive attitude with a commitment to continuous professional growth
- Proven experience in developing and teaching for-credit online and hybrid/blended courses at the college or university level
- Proven customer service skills, including diplomacy, patience, timely communication, and respect
- Solid leadership and supervisory skills in managing and motivating diverse work teams
- Thorough understanding of effective online and adult learning principles for traditional and returning adult students
- Adherence to principles of Universal Design for Learning (UDL) and Quality Matters standards into every online and hybrid/course
- Excellent verbal and written communication skills, including ability to communicate technical information in terms understandable to faculty clients.
- Ability to work both independently and collaboratively with faculty and staff while meeting project goals and timelines
- Ability to quickly learn new technology skills and teach them to faculty and staff
- Careful attention to detail, excellent editing skills, and dedication to producing top-quality course content

**Specialized Technology Skills:**

- Proficiency with creating course templates and course content in learning management systems such as Blackboard, Canvas, Desire2Learn, etc. (Blackboard strongly preferred)
- Proficiency with Web conferencing software such as WebEx, Adobe Connect, Skype, and Google Hangouts
- Proficiency with the Microsoft Office 365 suite of programs, including SharePoint and OneNote
- Proficiency with image editing for learning management systems
- Proficiency with video editing, storage, formatting, uploading, and captioning, especially in Vimeo and YouTube
- Knowledge of HTML coding cleanup and file format conversions
- Strong familiarity with both PC and Macintosh operating systems

**Other Qualifications:**

Demonstrates multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. The incumbent is expected to support the Mission of The College by working with faculty, staff and students to share in our core values – truth, compassion, justice, partnership, and community.
To apply: Send a letter of application, resume, and references to:

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Human Resources – OTCM
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Equal Opportunity Employer